



Republic of the Philippines
Department of Education
 CARAGA REGION



November 10, 2020

REGIONAL MEMORANDUM

No. 402, s. 2020

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
 This Region

**CAPACITY BUILDING ON BASIC VIDEO PRODUCTION FOR EVENTS MANAGERS,
 DIVISION COORDINATORS AND PROGRAM OWNERS**

1. The Education Support Services Division (ESSD) shall conduct a Capacity Building on Basic Video Production for Events Managers, Division Coordinators and Program Owners on November 12-14, 2020 through blended modality (online and on-site).
2. The objective of the activity is to equip RO and SDO program owners and events managers /coordinators with the basic knowledge and skills on video production since the new normal in conducting events demands the use of virtual platform.
3. The participants of the activity are as follows:

Office/SDO	Position/Designation	# of participants per SDO
Regional Office	<ul style="list-style-type: none"> • ESSD OIC-Chief • Regional Events Manager/Youth Formation Coordinator • ITO • Computer Programmer • Computer Technician • Information Officer/PDO II 	6
SDOs	Division Events Coordinator/partnership Focal Person <ul style="list-style-type: none"> • Agusan del Sur (2) • Agusan del Norte (1) • Bayugan City (1) • Bislig City (1) • Butuan City (1) • Cabadbaran City (1) • Dinagat (2) • Siargao (1) • Surigao City (2) • Surigao del Norte (2) 	18



Address: J.P. Rosales Avenue,
 Butuan City
 Trunkline No: (085) 342-8207
 Telefax No: (085) 342-5969
 Email: caraga@deped.gov.ph



Document Control No:
 DepEdRO13-F-REC-013/R3/02-18-2020

	<ul style="list-style-type: none"> • Surigao del Sur (2) • Tandag City (1) 	
SDOs	Division Youth Formation Coordinator <ul style="list-style-type: none"> • Agusan del Sur (2) • Agusan del Norte (1) • Bayugan City (1) • Bislig City (2) • Butuan City (2) • Cabadbaran City (1) • Dinagat (2) • Siargao (2) • Surigao City (2) • Surigao del Norte (1) • Surigao del Sur (2) • Tandag City (1) 	19
SDOs	IT officers (1 per SDO)	12
	TOTAL	55


4. The RO personnel shall have a face to face training -workshop at RNEAP while the Division personnel shall use the virtual format using the link: meet.google.com/trf-jogy.anp

5. Enclosed herewith is the activity matrix for your guidance.

6. The participants are also requested to pre-register and answer the training needs assessment provided by the resource speaker with the link provided below: <https://forms.gle/obr13CJtHQsSukcaA>

7. The confirmed participants shall be provided with an internet connectivity expense of 200 pesos per day provided they have preregistered on time.

8. For immediate and wide dissemination.


FRANCIS CESAR B. BRINGAS, CESO V
 Regional Director *Allen*

Encls.: As stated
 Reference: NONE

To be indicated in the Perpetual Index
 under the following subjects:

CAPABILITY BUILDING TRAINING-WORKSHOP VIDEO PRODUCTION

ESS/ajc
 11/10/2020



Republic of the Philippines
Department of Education
CARAGA REGION

(Enclosure No. 1 to Regional Memorandum No. 482, s. 2020)

Activity Matrix
November 12-14, 2020

Day /time	Activity	Resource Speakers
Day 1	Nov. 12, 2020	
9:00-9:30	Levelling Off	Winston Eben Computer Technician DepEd Caraga Regional Office
9:30 -12:00	Basic Facility -Computer -Video Capturing Device -Audio capturing and recording devices -Cinematography overview -Software Overview	Joey Arle Vergara Director of Publications Caraga State University
12:00-1:30	Lunch Break	
1:30 – 4:00	Pre-production -Preparation of Materials -Preparation of the shoot and recording	Joey Arle Vergara Director of Publications Caraga State University
Day 2	November 13, 2020	
9:00 -12:00	Production Stage -Practical Tips for effective video production - Self Directing	Joey Arle Vergara Director of Publications Caraga State University
12:00-1:30	Lunch Break	Program Management Team
1:30- 2:00	Sharing of insights and experiences relative to video production	Rose-Jean O. Suarez Events Management Coordinator Surigao del Norte Division
2:00-4:00	Workshop 1	By cluster/SDO
4:00-5:00	Submission of Outputs and Critiquing and open forum	Joey Arle Vergara Director of Publications Caraga State University
Day 3	November 14, 2020	
9:00- 12:00	Post Production Stage -Organizing -Audio/Music Score -Visual Effects/Video Editing -Rendering and Exporting	Joey Arle Vergara Director of Publications Caraga State University
12:00-1:30	Lunch Break	Program Management Team



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph

